Instructor: Dr. Chuck Dale

Contact Information:
Office: L103
Phone: 972-860-7670
Email address: Cdale@dcccd.edu
Hours Available: Posted Office Hours & by Appointment

**Course Description** (from Eastfield Catalog):

**ECT 2380** Cooperative Education - Electrical, Electronic And Communications Engineering Technology/Technician (3)

Course description.
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. (1 Lec., 20 Ext.)

**Textbooks and Other Course Materials:**

External Learning Experiences (ELE) Student Handbook by Dallas County Community College District. See your Instructor for this book.

**Course Objectives:**

The objective in this course are to be individualized to the student and his/her particular work situation and desired learning experience.
Evaluation Procedures:

**Grading Criteria/ Scale:** In keeping with the policy and goals of the Dallas County Community College, 20% of each student's grade will be determined based on class participation, attitude, and behaviors. Students are expected to show professionalism and respect to the instructors and each other. **All assigned work must be turned in on time.**

E.L.E. Student Handbook  Due no Later Than Jan 30 , 2013
Two iterations of correcting students’ objectives are permitted should a student require more correction than two each subsequent meeting will deduct 5 point from the student’s final grade. Once final objectives are agreed upon the student will have one week to get the supervisor signature on the objectives, measurement criteria and returned to my office. If student does not comply with this time table an additional 5 point will be deducted from his or her final grade for each week the ELE objectives are late. Should it occur that for security reason I am not allowed to visit your work place then off sight or lobby visit with your supervision is required. Should your supervisor refuse to meet with me this will have a adverse effect on the students grade.( make sure your supervisor will meet with me.)

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your student identification number to log onto eConnect. This online system provides you with timely information regarding your college records.

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html)

Course Outline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn in preliminary objective</td>
<td>Feb 5, 2013</td>
</tr>
<tr>
<td>turn in final objective signed by our supervisor</td>
<td>Feb 20, 2013</td>
</tr>
<tr>
<td>Once you feel you have completed two of your major objective contact Dr Dale and make arrangement for an onsite visit with your supervisor in order that Dr. Dale can evaluate you progress.</td>
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Attendance Policy:

Your attendance will be primarily evaluated by your employer. It's expected that you will work 40 hours each week. Should or employee report attendance problems, your grade will be altered in accordance with the offence.

Financial Aid Statement

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Financial Aid Statement for Distance Learning Classes

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to e-Campus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course: (Third Attempt to Enroll in a Course)

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or
obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

**Food and Drink Policy**

Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

Because of the nature of the External Learning Experience Course the “Food and Drink Policy of the DCCCD only applies when the student is on campus.

**ADA Statement**

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office in C237, 972-860-8348 or go to http://www.eastfieldcollege.edu/SSI/DSO/index.html

**Religious Holidays**

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Withdrawal Policy**

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by 4/18/13. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.
STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Classroom Etiquette

Because of the nature of the External Learning Experience Course the classroom Etiquette Policy of the DCCCD only applies when the student is on campus.

The instructor reserves the right to amend this syllabus as necessary.